



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

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M E M O R A N D U M

#06-09

TO: All Department and School Fiscal Officers
FROM: Trisha L. Neely, Director
DATE: November 3, 2005
SUBJECT: NEW SUSPENSE FILE REPORT

We have created a new, weekly suspense file report entitled TRANSACTIONS ON DOCUMENT SUSPENSE FILE 30 DAYS OR MORE; the report number is F25RD805. The purpose of this report is to provide you with a consolidated list of your outstanding documents on the suspense file, including payroll kickers. This report is available on Mobius and can be accessed at the organizational level.

If you have questions, please contact your State Accountant.

TLN:eed